

From: [Chris Petersen](#)
To: [Eric Delgado](#)
Subject: Re: An Assignment has not been completed. For Eric Delgado from Vendor Name: Microsoft
Date: 06/27/2011 09:26 PM

I signed a PR earlier today for the 3 copies of software (400 dollars) and sent to Helen. Is that this one?

Sent by EPA Wireless E-Mail Services - jcp

From: Eric Delgado
Sent: 06/27/2011 08:38 PM CDT
To: petersen.chris@epa.gov
Subject: Fw: An Assignment has not been completed. For Eric Delgado from Vendor Name: Microsoft

?

Eric Delgado
Federal On-Scene Coordinator
US EPA Region 6
1445 Ross Ave (6SF-PR)
Suite 1200
Dallas, TX 75202
214-437-9809

----- Forwarded by Eric Delgado/R6/USEPA/US on 06/27/2011 08:38 PM -----

From: Verne McFarland/R6/USEPA/US
To: Eric Delgado/R6/USEPA/US@EPA
Date: 06/27/2011 03:42 PM
Subject: Fw: An Assignment has not been completed. For Eric Delgado from Vendor Name: Microsoft

As of 11:40 today, it looks like the ball (on the PR now) is back in Chris' court.

Verne McFarland, PMP
Chief, Enterprise Operations Branch / IMO
Management Division, Region 6 (GMD-O)
Phone: 214-665-6617
Cell: 214-505-2876 / 817-875-8620



**Be kind to the environment.
Please do not print this email unless necessary.**

----- Forwarded by Verne McFarland/R6/USEPA/US on 06/27/2011 03:40 PM -----

From: Thomas Nelson/R6/USEPA/US
To: Verne McFarland/R6/USEPA/US@EPA
Cc: Justin Hathaway/R6/USEPA/US@EPA, Sam Alaw/R6/USEPA/US@EPA
Date: 06/27/2011 11:41 AM
Subject: Re: An Assignment has not been completed. For Eric Delgado from Vendor Name: Microsoft



9470894

Verne

I approved this request this morning,
I asked you about it last Wednesday.
It is currently waiting for Chris Petersen's approval.

Thomas Nelson (MD-OE)
Chief, Enterprise, Technology and
Architecture Section
Management Division
214 .665.6695
972 974 3346
nelson.thomas@epa.gov

From: Eric Delgado/R6/USEPA/US
To: Verne McFarland/R6/USEPA/US, Thomas Nelson/R6/USEPA/US@EPA
Cc: Sam Alaw/R6/USEPA/US@EPA, Justin Hathaway/R6/USEPA/US@EPA, Lisa Bokun/R6/USEPA/US@EPA
Date: 06/27/2011 11:31 AM
Subject: An Assignment has not been completed. For Eric Delgado from Vendor Name: Microsoft

Verne/Tom

Justin assigned this task to Sam on 6/21 and several reminders have been sent to the assignee that the request has not been filled. After talking to Sam this morning he said he can not purchase the software until Justin completes the PO and gives it to Sam. From the email thread below it seems like that is done. Do you know when we can expect to close this request?

Thanks,
Eric Delgado
Federal On-Scene Coordinator
US EPA Region 6
1445 Ross Ave (6SF-PR)
Suite 1200
Dallas, TX 75202
214-437-9809

----- Forwarded by Eric Delgado/R6/USEPA/US on 06/27/2011 11:25 AM -----

From: Justin Hathaway/R6/USEPA/US
To: Eric Delgado/R6/USEPA/US@EPA
Cc: Lisa Bokun/R6/USEPA/US@EPA, Sam Alaw/R6/USEPA/US@EPA, Thomas Nelson/R6/USEPA/US@EPA, Verne McFarland/R6/USEPA/US@EPA
Date: 06/21/2011 01:06 PM
Subject: Re: r6-150 for windows software

Eric,
I should get it electronically. I have the quote ready and once it comes to me I will process.

Justin Hathaway
US EPA Region 6 (6MD-OE)

Email: hathaway.justin@epa.gov
PH: 214.665.7344

From: Eric Delgado/R6/USEPA/US
To: Justin Hathaway/R6/USEPA/US@EPA
Cc: Thomas Nelson/R6/USEPA/US@EPA, Sam Alaw/R6/USEPA/US@EPA, Verne McFarland/R6/USEPA/US@EPA, Lisa Bokun/R6/USEPA/US@EPA
Date: 06/21/2011 01:03 PM
Subject: r6-150 for windows software

looks like all the necessary signatures have been provided. I do not believe you will get a paper form from the service desk because this new electronic form should serve as the documentation.

Thanks,

Eric Delgado
Federal On-Scene Coordinator
US EPA Region 6
1445 Ross Ave (6SF-PR)
Suite 1200
Dallas, TX 75202
214-437-9809

----- Forwarded by Eric Delgado/R6/USEPA/US on 06/21/11 12:59 PM -----

USEPA Region 6 Request for Goods and Services
Category 5: IT Software, IT Hardware, Mobile Telecom, Fixed Telecom

Created By: Eric Delgado	Tracking Number: EDEO-8HKKVX
Requestor: Eric Delgado/R6/USEPA/US	Date of Request: 06/06/2011 10:15 AM
Mail Code: 6SF-PR	Desired Delivery Date: 06/10/2011
Phone Number: 214.665.2703	
Office/Cube Number: 10.105	

Branch Chief Approver: Ragan Broyles/R6/USEPA/US
Comments:

PA/AO Approver: Peggy Foster/R6/USEPA/US
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Comments:

Division Director Approver: Pam Phillips/R6/USEPA/US

Comments:

ARA Approver: Lynda Carroll
Secondary Approver: Sam Becker

Comments:

IRM Approver: Verne McFarland
Secondary Approver: Thomas Nelson

Comments:

Source of Supply and Cost Estimate

Vendor Name: Microsoft Phone Number:
Vendor Physical Address:
Vendor Web Address: www.windows.microsoft.com

Description of Goods and Services	Quantity	Cost/Each		Extension
Windows 7 Professional 64bit edition	3	\$299.00	.	\$897.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
	0	\$0.00		\$0.00
			Total	\$897.00

Justification

Justification: Needed to install on a virtual machine on Macbook Pro laptops to test interoperability between different operating systems

Attachments:

Approval Process Notes:

;
06/06/2011 10:50:47 AM--An email has been sent to the Branch Chief Approver, Ragan Broyles, notifying them that a request is waiting for their approval;
6/7/2011 11:18:48 AM--Ragan Broyles--the Branch Chief Approver has marked this request approved. ;
6/7/2011 11:19:21 AM--Ragan Broyles--The PAAO Approver has been changed from to Peggy Foster/R6/USEPA/US. Reason Given: ;
6/7/2011 11:19:27 AM--Ragan Broyles--The Branch Chief Approver has been changed from to Ragan Broyles/R6/USEPA/US. Reason Given: ;
6/7/2011 11:19:35 AM--Ragan Broyles--The Division Director Approver has been changed from to Sam Coleman/R6/USEPA/US. Reason Given: ;
6/8/2011 10:06:26 AM--Peggy Foster--the PA/AO Approver has marked this request approved. ;
06/08/2011 10:20:49 AM--An email has been sent to the Division Director Approver, Sam Coleman, notifying them that a request is waiting for their approval;
06/12/2011 02:00:59 AM--An email has been sent to Sam Coleman reminding them this request has not been approved.;
6/14/2011 3:15:17 PM--Kimberly Graves--The Division Director Approver has been changed from Sam Coleman/R6/USEPA/US to Pam Phillips/R6/USEPA/US. Reason Given: Sam has delegated Pam Phillips to approve goods & service request.;
06/14/2011 03:22:49 PM--An email has been sent to the Division Director Approver, Pam Phillips, notifying them that a request is waiting for their approval;
6/14/2011 4:53:46 PM--Pam Phillips--the Division Director Approver has marked this request approved. ;
6/20/2011 10:04:15 AM--Verne McFarland--the IRM has marked this request approved. ;
6/21/2011 11:41:32 AM--Sam Becker--the ARA has marked this request approved.

----- Forwarded by Eric Delgado/R6/USEPA/US on 06/27/2011 11:25 AM -----

From: R6NOTES2/R6/USEPA/US
To: Sam Alaw/R6/USEPA/US@EPA
Cc: Eric Delgado/R6/USEPA/US@EPA, Peggy Foster/R6/USEPA/US@EPA
Date: 06/21/2011 03:32 PM
Subject: Sam Alaw has been assigned a task for Eric Delgado.

To the Assignee: Please click the link below to open the task. Either mark it Complete when done, or click on Return/Deny/Close.

[Link](#)

----- Forwarded by Eric Delgado/R6/USEPA/US on 06/27/2011 11:25 AM -----

From: R6NOTES2/R6/USEPA/US
To: Sam Alaw/R6/USEPA/US@EPA
Cc: Eric Delgado/R6/USEPA/US@EPA
Date: 06/26/2011 02:00 AM
Subject: An Assignment has not been completed. For Eric Delgado from Vendor Name: Microsoft

To the Assignee: This request is still open. Please click the link below to open the assignment in the Request for Goods and Services database.

[Link](#)